Reproduction/Photograph Request

Thank you for your recent request of photographic material from the Hastings Museum collection. In order to process your request, we need to determine what kind(s) of photograph(s), reproduction rights, and fees are involved. Please fill out the following information form in as much detail as possible.

Personal Information:
Name: ___________________________________________________________________
Address: __________________________________________________________________
Phone: _______________________ Fax: ____________________________________
Title/ Occupation: _________________________________________________________
Type of business: __________________________________________________________

Permission requested for object or specimen photos:
( ) in Whole ( ) in Detail ( ) Color ( ) B/W

Required Digital Image DPI:

Photograph will be used for:
( ) Book and /or eBook
( ) Magazine, journal, newsletters, and/or newspapers
( ) Motion picture including theatrical release, commercial broadcasting, or internet based production
( ) Advertising including broadcast, mailings, brochures, and/or flyer
( ) Merchandise including posters, calendars, postcards, clothing, mugs
( ) Exhibition, Exhibition Catalogue
( ) Other (please describe)

Title of Publication/ Program/ Film: ___________________________________________
Author/ Director/ Producer/ Designer: ___________________________________________
Publisher: _________________________________________________________________
No. of illustrations: __________________________________________________________
Approx. Date of Publication/ Release: ___________________________________________
Quantities for Distribution (print run): ___________________________________________
Estimated Price of Publication/ Program/ Film/ Object: _____________________________
Countries Covered by Distribution: _____________________________________________
Languages of Publication/ Program/ Film/ Object: _________________________________

Please include any other information that may be relevant:
Reproduction/Photograph Approval

is hereby granted permission to use listed photographic material from the Hastings Museum collection: __________________________________________ for the sole purpose as indicated below.

( ) Book and /or eBook
( ) Magazine, journal, newsletters, and/or newspapers
( ) Motion picture including theatrical release, commercial broadcasting, or internet based production
( ) Advertising including broadcast, mailings, brochures, and/or flyer
( ) Merchandise including posters, calendars, postcards, clothing, mugs
( ) Exhibition, Exhibition Catalogue
( ) Other ______________________________________________________________________

Title of Publication/ Program/ Film: __________________________________________

Author/ Director/ Producer/ Designer: __________________________________________

Publisher: ________________________________________________________________

No. of illustrations: __________________________________________________________

Expected Date of Publication/ Release: _________________________________________

Quantities for Distribution/Editions/Print Run/Presentations: ________________________

Price of Publication/ Program/ Film/ Object: ______________________________________

Countries Covered by Distribution: _____________________________________________ Languages of Publication/ Program/ Film/ Object: ______________________________________

Copyright of photographs produced per this order belong to:
( ) Other ____________________________ Copy of permission to use filed ______ ( )

Unknown

Artist's copyright: permission to use works of art in which artist's copyright is currently valid must be obtained by the client from the artist or copyright holder, and written notification of such must be submitted in writing, in advance. The client will indemnify the Hastings Museum against any claims and costs arising from his/her failure to obtain this permission. The photographer, publisher, and author will be jointly and separately responsible for all their obligations according to this agreement, and each will also guarantee the obligations of the others. Any use of these photographs other than for the purpose stated above, as well as their transfer or sale to a third party, is in violation of this agreement.

One copy of the publication must be submitted to the Museum

Date: _____________________ Authorized Museum Staff: _____________________________

Hastings Museum
1330 N Burlington, Hastings, Nebraska 68901
402-461-2399 Fax: 402-461-2379 www.hastingsmuseum.org
Revised May 2018